



EMPLOYMENT OPPORTUNITY



Casual Communications Operator

Taber Police Service & Town of Taber

Competition No. JP 24-025

Internal/External Posting

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|--------------------|-------------------------------------------------|
| DURATION: | Casual Position |
| START DATE: | As soon as possible |
| SUPERVISOR: | Public Safety Communications Manager |
| WAGE: | \$37.21 per hour |
| CLOSE DATE: | Open until suitable candidates are found |

POSITION SUMMARY

The Town of Taber Police Service is currently recruiting to fill multiple Casual Communications Operator positions. This position performs a variety of duties related to the dispatch of emergency services and also provides support for the Police Service. This position falls within the scope of C.U.P.E. Local 2038.

OPERATIONAL FUNCTIONS:

- Dispatches and monitors emergency services through the Computer Aided Dispatch system, such as fire, police and other services as required. Maintains a record of all emergency dispatches.
- Responds to 911 calls and directs/assists the public while following Emergency Fire Dispatch and Emergency Police Dispatch procedures.
- Monitors and tests all emergency communication systems.
- Receives walk-in customers and telephone calls. Determines the purpose of the request and provides or obtains the necessary information or refers to the appropriate personnel.
- Receives police information check requests and performs financial transactions.
- Liaise with other police services and peace officers regarding investigations and requests for service.
- Support the Chief of Police, Inspector, Public Safety Communications Manager, Sergeants, Officers, other civilian staff, and volunteers of the Taber Police Service.
- Prepares and processes records, such as reports, court documents, correspondence, warrants, subpoenas, etc.
- Organizes and maintains filing systems.
- Distributes incoming mail and processes outgoing mail.
- Enters data and performs queries into computer systems, such as PROS, CPIC and JOIN.
- Prisoner searches and guarding as required.
- Participates in the workplace health and safety program including worksite and hazard inspections.
- Performs other related duties such as directed by the Public Safety Communications Manager.



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REQUIRED KNOWLEDGE, EDUCATION AND EXPERIENCE:

- Successful completion of Grade 12 or equivalent.
- Above average keyboarding skills (minimum 40 wpm)
- Computer experience (Microsoft office products) in an office environment
- Experience in a Police or EMS environment would be beneficial
- College-level business courses would be an asset
- First aid and CPR training is required or willing to obtain
- Police and Fire Dispatch certification would be an asset
- Must undergo a Police Security Clearance suitable to the employer

How to Apply

Starting with the hiring process, we are committed to having an accessible, diverse, inclusive, and barrier-free work environment where everyone can reach their full potential. We encourage all qualified persons to apply.

Please send your resume and cover letter describing your experience and your motivation for wanting to apply to: tpsresume@taberpolice.ca

Applicants will be assessed according to the qualifications outlined in the position posting to ensure a fulsome and diverse team that is representative of the Albertans we serve and support. Only those applicants chosen for an interview will be contacted.